

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: May 20, 2013
Time: 4:00
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Fenner Brown, Robert Brown, Bruce Caple, Lisa Godfrey, James VanderRoest, and Valerie Wright.

Absent: Cheryl TenBrink

CALL TO ORDER:

Vice President Wright called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Resolution to Authorize a Public Hearing on the Proposed Budget for 2012-2013

Recommendation: Director Rohrbaugh recommended the Board adopt the resolution authorizing a public hearing on the 2013/2014 budget.

Executive Summary: It is necessary to hold a public hearing on the proposed budget and publish notice of the hearing as detailed in the resolution to legally set the millage rate that supports the budget and allow the authorized property taxes to be collected for operation of the library.

MOTION: J. VANDER ROEST MOVED AND B. CAPLE SUPPORTED THE MOTION TO ADOPT THE RESOLUTION AUTHORIZING A PUBLIC HEARING ON THE 2013/2014 BUDGET.

Roll Call Vote: V. Wright —yes; J. VanderRoest—yes; R. Brown—yes; F. Brown—yes; B. Caple—yes; L. Godfrey —yes.

MOTION CARRIED 6-0.



II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Board Meeting of April 22, 2013*

B. *Personnel Items*

- **Resignation**

Sam Hughes resigned from the KPLSP Library Assistant 4 FTE 1.0 MeLCat position in Patron Services effective May 1, 2013. S. Hughes began work at KPL in 1999 as a library aide before moving into a salaried position in October 2004. Sam accepted a position at Bronson Methodist Hospital.

- **Employee Transfer**

Melissa Greenfield transferred to the KPLSP Librarian Assistant 4 FTE 1.0 MeLCat position in the Patron Services Department effective May 16, 2013. M. Greenfield previously held the KPLSP Library Assistant 3 FTE 1.0 Lending Services position.

- **New Hire**

Alex Merrill joined the salaried staff in the KPLSP Library Assistant 3 FTE 0.5 Programming Support position within the Youth Services Department effective May 16, 2013. A. Merrill has worked at KPL since July 2010 as a tech intern, library aide and a professional substitute.

IV. **FINANCIAL REPORT**

A. *Financial Reports for the Month Ending April 30, 2013*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending April 30, 2013.

MOTION: B. BROWN MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING APRIL 30, 2013.

MOTION CARRIED 6-0.



V. **REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

A. *Budgets*

Recommendation: Director Rohrbaugh recommended the Board take the following action by separate motions and votes:

1. Approve the "General Operating Fund – Close Estimate Budget Revision for FY 2012-2013"
2. Receive for review the "General Operating Fund – Preliminary Budget FY 2013-2014"
3. Approve the "Capital Improvement Plan for the Three Years Ending June 30, 2015"
4. Approve the "Other Gifts & Grants Revised Close Estimate Budget for FY 2012-2013" and the "Other Gifts & Grants Preliminary Budget for FY 2013-2014"

All of the budgets were reviewed by the Finance and Budget Committee and came to the full Board with committee support for "approving" and "receiving" as outlined in the recommendation.

Director Rohrbaugh told Board members the recommendation followed the Board's usual pattern with a final budget revision for the current fiscal year. She recommended the Board receive the preliminary budget for the 2013-2014 fiscal year that would return as the subject of

the public hearing and an action item for the June board meeting. The third item and fourth items to be approved were the Capital Improvement Plan for the three years ending June 30, 2015, and the Other Gifts & Grants Revised Close Estimate Budget for FY 2012-2013 and the Other Gifts & Grants Preliminary Budget for FY 2013-2014. She told the full board the Budget and Finance Committee had met twice since further information about the expected revenue for the library became available following their first meeting. The committee reviewed in detail the General Operating Fund Preliminary Budget for the 2013-2014 fiscal year at both meetings and the budgets came to the full board with their support.

Executive Summary: General Operating Fund – Close Estimate Budget Revision for FY 2012-2013

The Close Estimate Budget Revision for fiscal year 2012-2013 included revisions to budgeted revenue estimates for property taxes, miscellaneous fines and fees, and other revenue. These revisions incorporated updated information for receipts of property tax revenue from the City of Kalamazoo, the collection of fine and fees, and the receipt of Universal Service Fund reimbursements, and resulted in an additional \$97,883 in revenue budgeted for the fiscal year.

Expenditure budget revisions totaled a reduction of \$34,655 for the fiscal year and included adjustments to Salaries & Benefits, Materials, Facilities, and Supplies. Salaries and Benefits estimates were updated to include the results of vacancies and transfers, mid-year insurance coverage changes, and the release of contingency reserves. Materials budget adjustments included the transfer of money from the adult book budgets to periodicals and audio-visual materials reflecting the release of reserves to cover increased costs of replacing periodicals on microfilm and the initial offering of new electronic delivery services.

Both the Facilities and the Supplies categories have been increased to accommodate the cost of pest control efforts undertaken earlier this year.

The net result of all changes to the Close Estimate Budget Revision was an increase to the Unassigned Fund Balance of \$132,538 as of June 30, 2013.

MOTION: L. GODFREY MOVED AND F. BROWN SUPPORTED THE MOTION TO APPROVE THE “GENERAL OPERATING FUND – CLOSE ESTIMATE BUDGET REVISION FOR FY 2012-2013”.

Discussion: J. VanderRoest said this budget revision followed the usual pattern from previous years. He said the library budgeted at the beginning of the year very conservatively and would adjust throughout the year. He said the committee had looked at this very closely and asked many questions about the close estimate budget and the growth in the unassigned fund balance was favorable.

MOTION CARRIED 6-0.



Executive Summary: General Operating Fund – Preliminary Budget FY 2013-2014

Kalamazoo Public Library anticipated an overall reduction of 1% in revenue in fiscal year 2013-2014. The reduction was driven by the continuation of the decline in property taxable values district wide. In general, the losses in value are the result of the continued reduction in

industrial and commercial property. Since the 2009 tax year, the total value of Kalamazoo Public Library district has dropped 12.5%.

The Preliminary Budget for FY 2013-2014 continued funding for the library's strategic priorities with no material changes to staff positions or benefits, continuing current salaried staffing levels at 77 full-time equivalent positions and benefits per current contracts. The materials budget has been increased to account for greater investment in parenting and child development materials, digital formats, and to incorporate inflationary price increases. An increased cost of maintaining facilities is also projected, including regular pest inspection and seasonal boiler repairs. Offsetting the cost of the millage election anticipated for May 2014, tax refund estimates have been reduced to reflect the stabilization of taxable values and the reduction of Michigan Tax Tribunal claims. Finally, the initial estimate for the transfer of funding to the Capital Improvement Plan has been eliminated with the anticipation to increase that amount to normal capital funding levels in subsequent budget revisions. The transfer to support the payment of debt service obligations is projected at \$1,054,000 and represents the last principal and interest payments due on the 1996 Bond Issue in May 2014.

The net result of the Preliminary Budget for FY 2013-14 as presented is net use of \$93,270 of unassigned fund balance to balance the budget. Unassigned fund balance overall remains at nearly 14% of total expenditures.

MOTION: J. VANDERROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT FOR REVIEW THE "GENERAL OPERATING FUND – PRELIMINARY BUDGET FY 2013-2014"

Discussion: J. VanderRoest said this budget showed an alarming reduction in revenue. He said the concern of the Management Team and the Budget and Finance Committee was that if personal property tax was phased out and tax revenue continued to drop, even though the fiscal year 2013-2014 would be the final year the library would be paying on the bond, without a significant renewal of the millage the library would be unable to sustain its services at the level the public was accustomed to. L. Godfrey asked what J. VanderRoest meant by "significant renewal". J. VanderRoest said he meant having the millage being renewed at its current level or very close to the current level. Director Rohrbaugh said for the first Finance and Budget Committee Meeting, the budget had been composed based on the assumption that revenue from this year to next would be flat. Approximately a week after the meeting, the library received new estimations from the governmental units within the district and discovered that initial estimates were not correct and revenue would again be down for the next year. This was the reason the Budget and Finance Committee had to meet a second time to discuss the budget. J. VanderRoest said this budget was optimistic when it came to tax charge backs as well and that this budget resulted in a drop in the library's fund balance.

Director Rohrbaugh said the plan was to fund the Capital Improvement Plan at midyear following the audit when the exact carryover from this year's budget was known. J. VanderRoest drew attention to the fact that the transfer to the capital improvement plan was \$0 saying the Board did not like to structure the budget this way but that it was the appropriate thing to do in the current circumstances.

MOTION CARRIED 6-0.



Executive Summary: Capital Improvement Plan for the Three Years Ending June 30, 2015

The Capital Improvement Plan for the three-year budget period shifted one year to include the fiscal year 2014-15. Estimates were made for the final year with initial allocations and reserves for fiscal year 2013-14. New projects included in the revision for the next fiscal year included meeting room furnishings, display units for public spaces, new drop box bins for Oshtemo, replacement of parking lot lighting with LED bulbs for energy and cost efficiency, upgrades for computer backup software, and an assortment of computer equipment for both replacement and new services.

Projections maintain ending fund balances for the Capital Improvement Plan at just over \$964,000 as of the end of the three year period.

MOTION: J. VANDER ROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO APPROVE THE "CAPITAL IMPROVEMENT PLAN FOR THE THREE YEARS ENDING JUNE 30, 2015"

Discussion: L. Godfrey asked how long the library has had a new phone system on the CIP. Director Rohrbaugh said the library had to comply with new legislation by 2016 for the phone system. She said the hope was to begin shopping for a new phone system later on next fiscal year. She said ballpark costs for a new system range from \$100,000-\$125,000 and said she hoped these estimates were high.

MOTION CARRIED 6-0.



Executive Summary: Other Gifts & Grants Revised Close Estimate Budget for FY 2012-2013 and the Other Gifts & Grants Preliminary Budget for FY 2013-2014

Specials Revenue fund budgets were revised to include the recent receipt of Friends Mini-Grants and scholarships, recent gifts to Local History, and the continuation of Ready to Read efforts. A recent gift to the library was set aside in a library project for special needs, with the intention to include additional library gifts up to an estimated \$1,000. No significant new projects were anticipated.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO APPROVE THE "OTHER GIFTS & GRANTS REVISED CLOSE ESTIMATE BUDGET FOR FY 2012-2013" AND THE "OTHER GIFTS & GRANTS PRELIMINARY BUDGET FOR FY 2013-2014"

Discussion: Director Rohrbaugh said this budget had been simplified over the years and that the format was serving the library well. V. Wright said the notes were helpful. J. VanderRoest noted that the Friedman Room account had reduced to \$0.

MOTION CARRIED 6-0.



B. *Supervisory-Technical and Administrative Staff Compensation Pools for FY 2013-2014*

Recommendation: Director Rohrbaugh recommended the Board approve the compensation pools for Supervisory-Technical and Administrative Employees for the FY 2013-2014.

Executive Summary: The recommended compensation pools for supervisory-technical and administrative staff provide for merit increases plus the associated retirement and employer FICA costs for all non-represented staff within the proposed adjusted salary ranges for FY 2013-2014.

Recommended Supervisory-Technical Pool	\$37,000
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Recommended Administrative Pool	\$23,000
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Discussion: Director Rohrbaugh said this recommendation followed past pattern and that the recommended amounts would allow for merit increases and associated retirement and FICA costs. L. Godfrey asked if the compensation pools were included in the proposed budget. Director Rohrbaugh confirmed they were but setting them took separate action.

MOTION: R. BROWN MOVED AND F. BROWN SUPPORTED THE MOTION TO APPROVE THE COMPENSATION POOLS FOR SUPERVISORY-TECHNICAL AND ADMINISTRATIVE EMPLOYEES FOR THE FY 2013-2014.

MOTION CARRIED 6-0.



REPORTS:

C. Summer Reading Games – Andrea Vernola and Farrell Howe

Report: Director Rohrbaugh introduced F. Howe and A. Vernola. F. Howe said the four games had arrived each of which followed an underground theme this year. She introduced the names of the four games for each age category and passed the game boards around the table for Board members to view. She said the requirement for the games was to read 20 minutes a day for 15 days to receive a prize. Each age group could win a total of four prizes. She explained that the first three prizes for children were books and the fourth and final prize was a onesie or a t-shirt depending on the age of the child. A. Vernola said the designs were more generic this year and reflected KPL. Teens/tweens could win books, a tumbler and a messenger bag and adult prizes included a pen, tumbler, flashdrive, and messenger bag. In completing bonus activities, adults would be entered into a drawing to win a Kindle Paperwhite.

V. Wright said she liked that the prizes were more generic and related to KPL this year. A. Vernola said the library really tried to pick some extra challenges to encourage patrons to do more than just read as a part of the program. She named off some of the challenges for different age groups.

F. Howe told Board members about the kickoff party during June Jubilee on June 8th saying staff would be really pushing patrons to sign up for Summer Reading Games. Bookmarks were going to be handed out and a commercial was going to be run on WKZO. F. Howe said a new promotional piece the library had done this year was the video for children. A. Vernola said she hoped this video could also be used in the schools to encourage kids to sign up.

L. Godfrey asked what the library was doing at the Farmer's Market. A. Vernola explained two people usually staffed the table at the Farmer's Market. They would talk about the library and sign people up for library cards. Depending on the staff members staffing the table, the table could highlight a special service or collection in the library. L. Godfrey asked where the library's table was at the Farmer's Market. A. Vernola said it was in different places each week but said, unless it was too windy, the table would have a large KPL sign behind it to draw attention. She said the interactions she experienced were very positive. K. King said it seemed this was a way to reach 20-30 year olds, which was a demographic the library sometimes missed.

F. Howe showed the Summer Reading Games video to Board members.

Disposition: Board members thanked A. Vernola and F. Howe for their report.

D. Zinio Demonstratio – Michael Cockrell

Report: M. Cockrell told Board members the library had had Zinio for approximately six weeks. The library was offering 72 titles through Zinio, a product through Recorded Books. He said Zinio was a commercial product that Recorded Books was working with to allow library patrons to download and view the magazines, explaining this was why patrons would have to go through two separate authentication processes. Most devices have apps that can be downloaded to view the magazines.

M. Cockrell said enhancements, such as offering back issues and new issue notifications, were currently in the works. He told Board members the library would be working on a system to loan tablets out at the public desks which patrons could use to view magazines. M. Cockrell showed Board members how to access Zinio through the library's website saying use of the service was not instantly as high as Freegal but that patrons who were using the service seemed to be doing so extensively. Over 500 magazines were downloaded in the month of April and *Clean Eating* was the most popular magazine. He explained how to setup an account, login, download magazines, and view the magazines.

Discussion: L. Godfrey asked if magazines could be deleted once a patron was finished reading them. M. Cockrell said magazines could be deleted and showed Board members how to delete magazines. He said there was not much of a reason for deleting magazines however, since there was no limit to how many a patron could download and the magazines were stored in the cloud and not on specific devices. V. Wright asked if the service would automatically download the next issue for magazines you had already downloaded. M. Cockrell said new issues would not automatically be downloaded but Recorded Books was working on a way to send patrons reminders when new issues were available.

L. Godfrey asked if the 72 magazines were ones the library already had in its collection. M. Cockrell said they were all magazines that were also available in print at the library since the library subscribed to most popular interest magazines already. L. Godfrey said a patron may want to borrow a tablet from the desk to try out the service or look at a magazine whose print copy is already in use by another patron. M. Cockrell said this was correct and the library may purchase digital copies of magazines in the future that the library does not subscribe to in print. J. VanderRoest asked if there was a way to print images from a magazine. M. Cockrell said Zinio didn't make it as easy as copying and pasting but that it could be done. L. Godfrey asked if M. Cockrell had viewed the magazines on a smart phone. He said he hadn't. A Vernola said she had tried this adding that she really liked reading magazines on an ipad.

M. Cockrell pointed out the apps that were available for most major devices saying the app reading experience was great. He demonstrated how a magazine could be viewed on an ipad. M. Cockrell said he thought patrons were currently over subscribing to magazines as the service is so new. He said it may have budget implications in the future depending on the success of the service. L. Godfrey said it would have budget implications for her personally as she may be able to drop personal magazine subscriptions. J. VanderRoest asked if magazines could be read in areas where there wasn't internet access. M. Cockrell said the download would be saved in the app and that patrons would need internet to download the magazines but not to access them later. F. Brown asked if there was a limit to the number of downloads a person could have. M.

Cockrell said there was no limit. L. Godfrey asked if the magazines were indexed and searchable. M. Cockrell said they were not indexed but the library subscribed to other databases that could give a citation for a magazine. M. Cockrell listed off the top ten magazines that had been downloaded so far.

Disposition: Board members thanked M. Cockrell for his report.

E. *Legislative Report*

Report: D. Schiller updated trustees on a topic that had been discussed at the previous meeting: the deadline for ballot language for elections moving to the 12th Tuesday prior to the election. She said it had not passed the Senate yet. D. Schiller said there were a number of pieces of legislation that possibly could but seemingly don't have an effect on the library. One was related to the Open Meetings Act and would restrict certain types of telecommunications being used for voting purposes at Open Meetings. The change would require those voting to be physically present at the meeting. She also told of a bill that could possibly make changes to the District Library Establishment Act. The proposed bill would change the way ballot language was displayed on the notice of registration. Instead of including the actual ballot language, the new bill would ask for a brief description of the ballot language with a referral to the public of where the full language could be acquired. She said changes were also proposed to the Free Public Library Act that would lower the number of signatures needed for a petition to propose a new free public library in a town or village from 50% of the population to 2.5% of population.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—J. VanderRoest said the Budget and Finance Committee had met and the full board had seen the fruits of their work during the meeting. He commended D. Schiller and Director Rohrbaugh for their work on the budget.
- B. *Personnel Committee*—The Personnel Committee met with Director Rohrbaugh to discuss her evaluation. V. Wright thanked Board members for their thoughtful comments and said the Board would have an executive session at the June Board meeting.
- C. *Fund Development and Allocations Committee*—no report.
- D. *Director's Building Advisory Committee*—Director Rohrbaugh said the committee had not met but that things were still on course for a recommendation for a contractor to be brought to the June Board meeting for the Board's approval. She said the walkthrough for bidders would be May 28th and bids would be due June 12th.

VII. OTHER BUSINESS

A. *Director's Report*

Report: Director Rohrbaugh mentioned four staff members, including herself, attended the Family Place Training in New York saying the focus of the training was on children birth to three and the importance of play on brain development. She said it was an intensive and inspiring training and KPL was part of a national grant. The grant was awarded to 25 libraries and there were already 400 libraries nationwide that were Family Place Libraries. The grant is three years, she said, and at an upcoming Board meeting a presentation would be given to trustees.

Director Rohrbaugh mentioned that she and F. Howe had met with Alex Lee from Kalamazoo Public Schools and gotten some very good advice about preparing for the millage vote in 2014. She said L. Godfrey, V. Wright and she had met as well and expected to bring a recommendation to the July Board meeting discussing next steps in the process.

Director Rohrbaugh noted the statistics attached to the Director's Report now included digital magazines and downloadable music. She also updated Board members on the progress with unlocking AV materials saying most AV items were unlocked but the unlockers at the checkout kiosks would remain until all locks had been removed. She said following this change, the circulation desk would transition to becoming more of customer service desk with a greater percentage of circulation being pushed to the checkout kiosks. L. Godfrey asked how staff would encourage people to use the checkout kiosks instead of going to the desk. Director Rohrbaugh said when patrons came to the desk to checkout materials the staff member would walk the patron over to the checkout kiosk and show them how to use it. She said the signage for the desk would likely change. B. Caple asked if the library would be increasing the number of checkout kiosks. Director Rohrbaugh said additional units were not in the budget as this time.

Director Rohrbaugh commented on item six saying the priorities, goals and objectives would be brought to the June Board meeting for approval and the Action Plan may come in June but likely would be brought to the Board at the July meeting. She also mentioned item sixteen and the archiving of vital records by LifeStory.net. Lastly, she drew attention to the library story on the final page of the Director's Report.

Discussion: L. Godfrey asked where the conference was in item seven. Director Rohrbaugh said it was at Kalamazoo Valley Community College. S. Warner said B. Caskey and A. Vernola had a small but very engaged group for their talk and she and A. Chase ran out of space and handouts the attendance at their session was so large. L. Godfrey asked if it was mostly educators who attended the conference. S. Warner said it was mostly educators but some parents attended as well. V. Wright asked if the library decided what topics it wanted to present on or if those leading the conference decided. S. Warner said the presenters were able to decide but that each year the conference has a very broad theme. This year's theme was "Making the Transition from Preschool to Kindergarten."

J. VanderRoest asked about item one and "Rotary is for Reading" wondering if it was in line with Ready to Read. Director Rohrbaugh said the program was for older kids and focused on college readiness. The Rotarians visit every second grade classroom in KPS, read the book, hand out a copy of the book, and talk about going to college. L. Godfrey said second grade was when KPS started talking about The Promise. J. VanderRoest also asked about item sixteen wondering if newspapers copyright obituaries. M. Cockrell said LifeStory.net copyrighted their obituaries but most funeral homes did not. J. VanderRoest asked if there was a place the pictures from Library Snapshot Day could be viewed. K. King said they could be viewed on Flickr. L. Godfrey asked if many people were going to the ALA Annual Conference. Director Rohrbaugh said K. King, A. Vernola (who had received a grant to go), A. Fortin, and she were going and that other staff members may have been going on the bus for Saturday only but she wasn't sure. J. VanderRoest asked where the conference was being held. Director Rohrbaugh said it was being held at McCormick Place in Chicago.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- B. Caple said he attended the concert at the library the previous week. He thought the library could be missing an opportunity and that the concerts could be advertised to young families as a cheap date where kids could dance around and parents could enjoy some nice music. He also mentioned the LifeStory.net building was fabulous and that his wife would be holding an Art Hop at this venue in June.
- F. Brown said he was almost completed with his Leadership Kalamazoo class. He mentioned he had helped plan the Rotary District Conference which had been held the week prior. Lastly, F. Brown mentioned that he had a new job at Fifth Third Bank downtown Kalamazoo.
- J. VanderRoest said his wife was really enjoying Zinio and had been encouraging him to use the service.
- V. Wright mentioned the Global Reading Challenge saying it was stressful to be an adult in the audience but she really enjoyed seeing the kids compete over what they have read.

X. ADJOURNEMENT

Hearing no objection, Vice President Wright adjourned the meeting at 5:23 p.m.

X _____
Fenner Brown
Secretary